# Purpose:

The purpose of this document is to provide guidelines for decision makers part of the Region A event fund committee on how to allocated funds to professional and collegiate sections. The event fund will be utilized to provide monetary assistance to professional and collegiate sections in order to have more successful events.

# Procedure

1. The Professional and Collegiate Event Fund may be used to assist professional and collegiate sections in their efforts to hold events in order to accomplish the following ***Event Fund Goals***:
	1. Professional Development
	2. Advocacy for SWE and the organization’s core values
	3. Outreach
2. The Region A Event Fund Committee will distribute events funds to sections in *need.* Section need will be based on annual financial reports from the prior fiscal year, sections with under $15,000 of funding available will have first priority to event fund support. Need based off of section account balance is subject to change and is re-evaluated by the Region council on an annual basis.
3. The Region A treasurer will distribute a survey to the Region A council regarding the availability of funds to assist with events twice per year. It is the responsibility of the Region A council and the RCT to distribute information accordingly amongst sections. The deadlines for the bi-annual event fund application will be September 30th and January 31st.
4. The event form filled out by Professional and Collegiate sections shall include the following information about the event in order for the committee to consider monetary assistance:
	1. The purpose of the event as well as information regarding:
		* Number of SWE members estimated for attendance
		* Date of the event
		* Location of the event
		* Whether or not the event is joint with another SWE section
	2. Which of the aforementioned SWE goals the event meets
	3. An outline of monetary costs estimated and associated with the event
	4. Whether the event is new or annual for the section
	5. Whether the section has applied for a PDG grant.
		* If the section has not applied, why?
		* If they have applied, did they receive the money? Why or Why not?
5. The event committee is to prioritize which sections receive the event funding by reviewing all required information provided on the event form. The event committee will make considerations given the following prioritization:
	1. Sections with under $15,000 of funding available will have first priority to event fund support
	2. Priorities will be given to section already having applied for a PDG grant.
	3. Benefit of the SWE event in accomplishing the Societal Goals
	4. Impact of event. This includes aspects such as:
		* How many SWE members the event is benefitting
		* Whether the aforementioned goals are being met by the section
	5. Completeness of the event form
	6. Section standing with Region A
		* For applications submitted on or before the September 30th date, section standing from February through July of the previous fiscal year will be evaluated.
		* For applications submitted on or before January 31st, section standing from July to the end of January will be evaluated.
6. The Region A event fund committee will vote on how funding is distributed to both professional and collegiate sections, dependent on the funds available and the prior listing items of importance. Considering the majority of votes within the committee will complete the voting process.
7. The Region A treasurer is responsible for the distribution of the funds for each section’s event, as well as reporting what was spent, and where to the Region A council.
8. All aforementioned rules governing guidelines for the event fund can only be changed by a majority vote from the Region A Council.